

# HOUSEHOLD MOVE INFORMATION

**If you use one of the contract relocation companies**, your new faculty/staff should choose at least **TWO** companies from the contracts below and request an estimate.

**If you DO NOT use one of the contract relocation company's, your new faculty/staff needs** to obtain three (3) "**guaranteed not to exceed**" price quotes.

Procurement follows federal guidelines on household moves. For more information, see IRS Publication 521 located at: <http://www.irs.gov/pub/irs-pdf/p521.pdf> .

The estimates or price quote(s) should be submitted to your department. After the estimate is received, complete the *Approval to Pay Moving Expenses* form (Human Resources form) and obtain your Vice President's signature and the signature of the Director of Human Resources. Then submit a requisition to purchasing. The following information should be included on the requisition:

Household relocation services for (faculty/staff member's name) from (origin location) to Tallahassee, Florida (or other location). Anticipated move date: xx-xx-xxxx  
FSU department contact person: \_\_\_\_\_ (name) Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

**IMPORTANT:** If there is a dollar limit that your department is going to pay toward the move, please indicate this on your requisition. The balance will be C.O.D. A special note will be made on the purchase order advising the relocation vendor that there is a limited dollar amount that FSU will be responsible for.

**Invoices are generated and must be paid based on actual weight moved, not on estimated amount.**

Fax a copy of the completely executed *Approval to Pay Moving Expenses* form along with the quote(s) to Procurement Services (fax # 850-644-8921) and reference the requisition number. When everything has been received in Procurement Services, we will review all the documents to be sure they are complete and in compliance with FSU policies. The quote will be review for any items that the university cannot pay for.

**If the faculty/staff member wants to move themselves via rental truck:**

1. Have the new faculty/staff member obtain a price for a rental truck for the required time period, distance, boxes, packing materials, etc. Be sure to advise the faculty/staff member that FSU cannot pay for any type of insurance.
2. Submit a requisition to Procurement Services for the rental truck, packing materials and equipment, etc. along with the completely executed *Approval to Pay Moving Expenses* form and waiver release form which needs to have been signed by the faculty/staff member (see Human Resources web site for waiver form). Include rental time period on the requisition and FSU department contact person's name and complete phone number.

**POLICIES for household moves- - What can FSU pay for?**

FSU **can** pay for:

ONE move only  
Additional stops in the same general location at origin or destination  
Packing or crating up to 15,000# of household goods.  
The household goods movers can handle moving simple labs using the existing household goods contract.

FSU **can pay for:**

Laboratory equipment/professional equipment if approved by the Department. Lab Vendors can move ultra low freezers. Any liquids or special specimen samples need to have approval from Environmental Health & Safety (850-644-6895)

FSU **cannot** pay for (new faculty/staff will be responsible for any charges):

Unpacking or uncrating  
Valuation charges (insurance on the household goods). **However, up to \$100,000 full value replacement valuation insurance is covered under the contract (only) at no additional charge.**

**Normally we do not pay for storage charges.**

**QUESTIONS:**

Contact the Procurement Department: James Johnson 850-645-2304  
Joyce Cordell 850-644-9730

**ITN 12SP-114**  
**Contact Information**  
**Renewal Period April 1, 2012– March 31, 2017**  
**(There is an option to renew for three (3) additional years)**

**Household Moves**

A Turner Moving & Storage / North American Van Lines  
1001 NW 53 Ave  
Gainesville FL 32609  
Contact: Tammy Turner (800-231-0406)  
Email: [tturner@a-turnermoving.com](mailto:tturner@a-turnermoving.com)  
Local 352-372-0406  
Fax: 352-372-1474

Browning Moving & Storage / United Van Lines  
3725 N Frontage Rd  
Lakeland, FL 33810  
Contact: Pam Mueller (800 722-6683 x 222)  
Email: [Pamm@browningmoving.com](mailto:Pamm@browningmoving.com)  
Local: 863-683-6494  
FAX: 863-683-5102

Hills Van Service of North Florida / National Van Lines  
3540 NE Waldo Rd  
Gainesville, FL 32609  
Contact: Melody Hibbitts (800) 749-6067  
Email: [melody.hibbitts@hillsvan.com](mailto:melody.hibbitts@hillsvan.com)  
Local: 372-4271  
FAX: (352) 372-5630

Berger Moving & Storage / Allied Van Lines  
5115 W Clifton Street  
Tampa, FL 33634  
Contact: Mary Morse (800-237-5572)  
Email: [MaryMo@bergerallied.com](mailto:MaryMo@bergerallied.com)  
Local: 813-885-6771  
FAX: 813-884-4921

**Lab Moves**

The Cryo Guys Bioscience Transportation & Storage  
7467 Hwy 67 East  
Cookville, TX 75558  
Contact: Mike Tomasek  
Email: [mike.tomasek@thecryoguys.com](mailto:mike.tomasek@thecryoguys.com)  
Phone: 888-279-6489  
Fax: 903-572-7150

Pacific Biostorage / Scientific Transport  
22841 Lockness Ave.  
Torrance, CA 90501  
Contact: Dan Wassung  
Email: [dwassung@pbmmi.com](mailto:dwassung@pbmmi.com)  
Phone: 866-977-2664  
Fax: 310-517-8617

**E&I Contract**  
**Effective Date May 1, 2010 – April 30, 2020**

When placing orders, please identify yourself as an E&I Member. The information contained herein is confidential and proprietary to E&I and its members and is not to be shared with any third party.

**E&I Contract # CNR01258**

Graebel Companies, Inc.

16346 Airport Circle

Aurora, CO 80011

Contact: John Pardee

Cell: 727-692-6455

Company Phone: 1-866-724-4479

Website: <https://www.graebel.com/Public/Contact/>